



AID DEVELOPMENT ASSISTANCE SPECIALIST (CMM)

Closing Date: 01/09/2009

Who may apply: All Interested Candidates

Length of Service: One year renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of AID Development Assistance Specialist (CMM) within the Democracy and Governance Office (DGO) of the USAID Mission for West Bank & Gaza. The primary functions of this position are to assist in the management of the Democracy and Governance (DG) program, which includes a wide range of activities implemented by international and local non-governmental organizations. The incumbent will serve as the Cognizant Technical Officer (CTO) in the implementation of cooperative agreements and/or grants in the field of Conflict Management and Mitigation (CMM). This position manages the overall CMM solicitation and procurement process for the Mission and provides technical approval of work plans, performance monitoring plans, official reports (both programmatic and financial), and other working documents. The incumbent will ensure that democracy programs meet stated objectives, conduct site visits to track program progress and identify implementation issues and present solutions to emerging problems. The incumbent will provide management support to the DGO and technical advice on activities in the DGO portfolio and prepare input for correspondence, reports, briefing materials, and other documents as required by the Mission or USAID/Washington. This position is based in Tel Aviv and requires the ability to commute to the office daily, although a significant portion of the duties may be performed in the West Bank and Jerusalem.

QUALIFICATIONS SOUGHT:

- A university degree or local equivalent in political science, international relations, business administration, public administration, economics or a related field is required.
- A minimum of three years of progressively responsible experience in humanitarian assistance, development assistance or related work in a non-governmental organization, international development is required. Experience is desired in democracy and governance programming.
- Must have a sound understanding of conflict management and mitigation issues in Israel, the West Bank, and Gaza. Knowledge of other DG sectors – such as civil society and media development – is desired.
- Must be able to establish and maintain a range of contacts with officials in the public and private sectors, NGOs, and the donor community. Should be able to understand, apply, and represent other relevant USG policies as appropriate.
- High level of computer proficiency, including Microsoft Word, Excel, PowerPoint, Outlook, and Explorer.
- Level IV (fluency) in English is required. A good working knowledge of Arabic and of Hebrew is highly desirable.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by January 9, 2009. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.